

|  |  |                                      |  |  |               |                                |
|--|--|--------------------------------------|--|--|---------------|--------------------------------|
| AMENDMENT OF SOLICITATION  |  | MODIFICATION OF CONTRACT             |  | 1.   | TRACT ID CODE | PAGE OF PAGES<br>1 3           |
| 2. AMENDMENT/MODIFICATION NO.<br>A015  |  | 3. EFFECTIVE DATE<br>See Block 16 C. |  | 4. REQUISITION/PURCHASE REQ. NO.<br>36-02GO10429.005, .006   |               | 5. PROJECT NO. (If applicable) |
| 6. ISSUED BY<br>Golden Field Office<br>U. S. Department of Energy<br>1617 Cole Blvd.<br>Golden, CO 80401   |  | CODE                                 |  | 7. ADMINISTERED BY (If other than Item 6)<br>Golden Field Office<br>U. S. Department of Energy<br>1617 Cole Blvd.<br>Golden, CO 80401 (Jim Damm, 303-275-4744)   |               | CODE                           |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br><br>Integrated Resource Technologies, Inc.<br>6564 Loisdale Court<br>Suite 318<br>Springfield, VA 22150 |  |                                      |  | <input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.<br><br><input type="checkbox"/> 9B. DATED (SEE ITEM 11)<br><br><input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.<br>DE-AC36-00GO10429<br><br><input type="checkbox"/> 10B. DATED (SEE ITEM 13)<br>03/01/2000 |               |                                |
| CODE   |  | FACILITY CODE                        |  |  |               |                                |

# 11. THIS ITEM APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (If required)

See page 2 of this Modification

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

|   |   |
|---|---|
| <input checked="" type="checkbox"/>   | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority)   |
| <input type="checkbox"/>  | THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.  |
| <input type="checkbox"/>  | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| <input type="checkbox"/>  | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |
| <input checked="" type="checkbox"/>   | D. OTHER (Specify type of modification and authority)<br>FAR 52.232-22 "Limitation of Funds"  |
| E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office. |   |

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See attached pages 2 and 3 of this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|  |                                       |   |                                 |
|--|---------------------------------------|---|---------------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print)<br><br>FAYE FIELDS, PRESIDENT / CEO              |                                       | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br><br>Ruth E. Adams<br>Matthew A. Barton, Contracting Officer |                                 |
| 15B. CONTRACT/OFFEROR<br><br>BY <u>Faye Fields</u><br>(Signature of person authorized to sign) | 15C. DATE SIGNED<br><br>JUNE 20, 2002 | 16B. UNITED STATES OF AMERICA<br><br>BY <u>Ruth E. Adams</u><br>(Signature of Contracting Officer)                        | 16C. DATE SIGNED<br><br>6-25-02 |



The purpose of this modification is to: (1) add incremental funding in the amount of \$126,940, for support services at the Boston Regional Office and \$25,000 for support services at the Golden Field Office (\$10,000 Inventions and Innovation Program and \$15,000 Industrial Assessment Center Program); and (2) revise the Task for the Chicago Regional Office. Therefore, the contract is modified as follows:

(1). Section B.4, "Limitation of Funds", is hereby modified to read as follows:

Pursuant to the clause entitled "Limitation of Funds," total funds in the amount of \$6,670,879.20 have been allotted for obligation and are available for payment of allowable costs and fixed fee to be incurred from the effective date of this contract through the period estimated to end December 31, 2002.

Total amount obligated this action: \$ 151,940.00

Total amount obligated to date: \$ 6,670,879.20

Section G.6 the Accounting and Appropriation Data for this award is as follows:

(Obligation this Action in Bold)

| <u>Approp. Symbol</u> | <u>B&amp; R No.</u> | <u>AFP</u> | <u>Base<br/>Period</u> | <u>Option<br/>Period 1</u> | <u>Total<br/>Amount</u> |
|-----------------------|---------------------|------------|------------------------|----------------------------|-------------------------|
| 89X0215.91 HA         | EH0501206           | BS         | 0                      | 126,940.00                 | \$ 126,940.00           |
| 89X0215.91 HA         | ED1805000           | GO         | 0                      | 10,000.00                  | \$ 10,000.00            |
| 89X0215.91 HA         | ED1907010           | GO         | 0                      | 15,000.00                  | \$ 15,000.00            |
| 89X0215.91 HA         | EC0904000           | CS         | 5,000.00               | 0.00                       | \$ 5,000.00             |
| 89X0215.91 HA         | EC1504000           | CS         | 5,000.00               | 0.00                       | \$ 5,000.00             |
| 89X0215.91 HA         | EC1701000           | CS         | 15,000.00              | 0.00                       | \$ 15,000.00            |
| 89X0215.91 HA         | ED1801000           | GO         | 25,411.58              | 25,000.00                  | \$ 50,411.58            |
| 89X0215.91 HA         | ED1906010           | GO         | 569,821.00             | 480,000.00                 | \$ 1,049,821.00         |
| 89X0215.91 HA         | ED1906020           | GO         | 211,966.66             | 32,000.00                  | \$ 243,966.66           |
| 89X0215.91 HA         | ED1907010           | GO         | 00.00                  | 85,000.00                  | \$ 85,000.00            |
| 89X0215.91 HA         | ED2000000           | GO         | 50,000.00              | 0.00                       | \$ 50,000.00            |
| 89X0215.91 HA         | EE0801000           | CS         | 10,000.00              | 0.00                       | \$ 10,000.00            |
| 89X0215.91 HA         | EH0120060           | CS         | 8,000.00               | 0.00                       | \$ 8,000.00             |
| 89X0215.91 HA         | EH0301206           | GO         | 1,507,580.00           | 1,140,000.00               | \$ 2,647,580.00         |
| 89X0215.91 HA         | EH0501206           | BS         | 25,000.00              | 8,000.00                   | \$ 33,000.00            |
| 89X0215.91 HA         | EH0601206           | CS         | 270,000.00             | 234,547.00                 | \$ 504,547.00           |
| 89X0215.91 HA         | EH0901206           | SS         | 270,000.00             | 62,495.00                  | \$ 332,495.00           |
| 89X0215.91 HA         | EL1702000           | SS         | 22,000.00              | 33,000.00                  | \$ 55,000.00            |
| 89X0215.91 HA         | EL1703000           | CS         | 20,000.00              | 0.00                       | \$ 20,000.00            |
| 89X0215.91 HA         | EO0101000           | SS         | 00.00                  | 25,000.00                  | \$ 25,000.00            |
| 89X0215.91 HK         | EC1501000           | CS         | 20,000.00              | 0.00                       | \$ 20,000.00            |
| 8900224.91 Y0         | EB5102206           | GO         | 159,117.96             | 0.00                       | \$ 159,117.96           |
| 89X0224.91 YA         | EB5102206           | GO         | 950,000.00             | 250,000.00                 | \$ 1,200,000.00         |
| <b>Total</b>          |                     |            | <b>\$ 4,143,897.20</b> | <b>\$ 2,526,982.00</b>     | <b>\$ 6,670,879.20</b>  |

- (2). Under Attachment A, "Statement of Work", the task for the Chicago Regional Office is hereby deleted and replaced with the attached task, shown as, "F. Chicago Regional Office".

Except as provided above, all terms and conditions of the contract remain unchanged and in full force and effect.



**Required Services**

The Chicago Regional Office (CRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the task. The Contractor shall provide a personnel work schedules and adhere to the CRO core business hours from 9:00 AM through 3:00 PM. The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

Listed below are three specific areas of business support required by the CRO. In addition to those specific categories of assistance, IRT staff will provide general office support that will include but not be limited to the following:

- Front desk coverage and visitor reception from 7:30 AM through 5:00 PM,
- Monitor and manage CRO's general phone including voice mail messaging,
- Manage operation of shared printers, copiers, fax machines, shredders, etc., including keeping them stocked with paper, replacing toner when needed, and arranging for service/maintenance calls when necessary,
- Monitor CRO supply inventory and work with CRO program, management and admin staff to maintain inventory of supplies
- Open/distribute mail and parcels, process all outgoing mail and parcels, maintain correspondence mail log.

**1.0 Administrative Support Assistant and Team Leader**

- 1.1 Serve as Time and Attendance Clerk utilizing the Energy Time and Attendance System (ETA);
- 1.2 Serve as Travel Coordinator for CRO staff, to include training and assistance to the Management and Program Assistant on CRO travel processing procedures, transmittal of travel vouchers with supporting documentation to Finance Center in Albuquerque for payment, and maintenance of travel filing system. Provides training to new employees on Travel Manager, sends completed employee profiles to the travel services contractor, assist with obtaining a login for access to the travel services contractor's website, updates the monthly per diem rates and CRO employee profiles in Travel Manager;
- 1.3 Perform data entry and generate reports from the Departmental Integrated Standardized Core Accounting System (DISCAS);
- 1.4 Perform upload and download of transactions into remote Procurement and Assistance Data System (PADS) and generate reports;
- 1.5 Generate reports from Windows System Approach to Grant Administration

(WINSAGA);

- 1.6 Provide assistance to CRO Financial Specialist in processing invoices for payment including pulling files, generating DISCAS reports, obtaining approval for payment from program staff, updating spreadsheets tracking payments, transmittal of approved invoices to Albuquerque for payment, and maintain files with copy of invoices;
- 1.7 Develop and maintain Excel spreadsheets for Administrative Team Lead and Financial Specialist;
- 1.8 Assist the CRO Training Coordinator in the management of training related data in the Corporate Human Resources Information System (CHRIS), for nominations, approvals, and evaluations and sends emails to CRO staff of latest available training and maintains files of training descriptions and schedules;
- 1.9 Assist with Records Management by organizing and boxing retired files and preparing documentation for approval/transmittal to the National Archives and Records Administration and assist with the management and organization of central administrative files;
- ~~1.10~~ ~~1.10~~ Manage check-out/check-in by CRO staff of laptops, cell phones, digital camera, etc.;
- ~~1.11~~ ~~1.11~~ Type memos, reports, etc., for the Administrative Team;
- ~~1.12~~ ~~1.12~~ Provide backup support to the Management Support Assistant and Program Support Assistant; and
- ~~1.13~~ ~~1.13~~ Serve as on-site team leader for other IRT/McNeil contractor support staff. This will include but not be limited to ensuring the general office support activities are delegated and performed, assist in setting priorities, serve as liaison between CRO Task Order Monitor and IRT/McNeil management, approve leave requests and Time and Attendance.

## 2.0 Management Support Assistant

- 2.1 Provide administrative support to the CRO Director and Deputy Director. Includes but is not limited to preparing routine correspondence, calendar and schedule assistance, filing and office organization, conference call scheduling, meeting preparation, and travel support;
- ~~2.2~~ ~~2.2~~ Consolidate input for CRO weekly activity report, 30-60-90 report and distribute electronically;



- ~~2.3~~  
~~2.3~~ — Assist with development of administrative, program, event and transmittal memos and all other documents;
- 2.4 Provide logistical support and assistance with scheduling conferences, workshops, and other large meetings for CRO management;
- 2.5 Take notes at CRO staff meetings, conference calls, etc. and prepare typed documents; and
- 2.6 Provide backup support to the Administrative Support Assistant and Program Support Assistant.

3.0 **Program Support Assistant**

- ~~3.1~~  
3.1 Organize and maintain the CRO Energy Resource Library. This will include but not be limited to assisting CRO program staff with monitoring and maintaining appropriate inventories of distribution materials; organization and distribution of materials; maintaining inventory of CRO periodicals and publications; recycle outdated material, and filing DOE Orders, Policies, Notices, etc. and Federal Trael Regulations;
- 3.2 Provide meeting and conference planning support to CRO program staff;
- 3.3 Provide support for CRO peer exchange travel, including working with CRO program staff, coordination with travelers, preparation of Travel Authorizations and Travel Vouchers in Travel Manager, coordination with travel services contractor, update Travel Manager with peer exchange travelers profiles;
- 3.4 Assist program staff with the management of contact database and utilization of database(s) for program and stakeholder contacts;
- 3.5 Assist CRO program staff with updating and maintaining state notebooks and program activity summaries;
- 3.6 Type memos, reports, etc., for the program staff;
- 3.7 Enter quarterly grant program reports into WinSaga, track receipt of all quarterly grant reports and file after program staff and Contracting Officer review and approval;
- 3.8 Provide support in the management and organization of the central grant and other program related files; and
- 3.9 Provided backup support to the Administrative Support Assistant and the Management Support Assistant.